

ITP Contractors/ State Staff Communicable Disease Policy

The Infant Toddler Program (ITP) Staff or Family Illness policy provides guidance for staff and contractors working with families and children when they encounter an illness while involved with the program.

What to Do If Staff/Contractors Are ill

We want to keep all ITP staff/contractors working with children and families healthy throughout the year. “Coming in and out of homes and being in contact with many families throughout the week increases the chance of the spread of communicable disease between staff and families” (DHW Social Work Academy Manual). *Many of the children that we serve have special health care needs which could be compromised by a minor communicable illness.*

ITP staff/contractors should not go into a family’s home if they feel too sick to work. It is important to protect yourself and the children and families with whom we work from illness and communicable diseases. Please call to cancel your scheduled appointment if you are ill or have a communicable disease.

When a staff/contractor cancels a home visit due to illness, the staff/contractor is required to make up the missed visit as soon as possible. If the staff/contractor is unable to make up the visit within the current IFSP period, the staff/contractor must have a conversation with the parent to determine how the cancelled visit will be made up.

The following resources in the ITP emanual can help ITP staff/contractors make a decision as to whether they should cancel a scheduled appointment:

- How Do I know if I’m Too Sick to Work?
- 5 Ways to Help You Decide if You Should Call in Sick
- Too Sick to Work?

When a Family Reports Someone in the Family is ill

If one or more family members have a contagious illness (e.g., the flu) at the time a staff/contractor is scheduled for a home visit, then the staff/contractor is not required to complete the scheduled visit. It is important for staff/contractors to use their judgment regarding their exposure to any illness. In this instance, staff/contractors should maintain regular contact with the family. It is at the staff/contractors discretion to determine when home visits with the family can resume.

When a parent or caregiver cancels a home visit due to illness, the staff/contractor is not required to make up the visit. However, the staff/contractor should consider making up the visit based on the individualized needs of the child and family.

Generally, the following untreated illnesses/conditions of someone in the family would preclude a staff/contractor from completing a scheduled home visit:

- Cold
- Pink eye
- Diarrhea/vomiting
- Fever
- Impetigo
- Sore Throat
- Impetigo
- Ringworm
- Chicken Pox
- Head Lice